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WAR FOOD ADMINISTRATION  
Office of Distribution  
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REQUIREMENTS FOR THE PACKAGING OF BUTTER AND EGGS UNDER  
CERTIFICATES OF QUALITY AND/OR GRADE LABELS

The following information about general requirements and equipment for rooms used in the official grading, handling, and packaging of butter or of eggs, under certificates of quality and/or grade labels is issued for the guidance of applicants and users of this service, and for official samplers, graders, and supervisors of packaging. Specifically, it relates to: (1) sanitary condition of such rooms; (2) the taking of proper samples of butter for keeping quality tests; (3) the taking, preparing, and handling of official samples of butter for official grading; and (4) the duties of supervisors of packaging, and of supervisors of persons whose services are utilized in the supervision of packaging.

Sanitary Requirements for Rooms Used for Printing and Packaging  
Butter and for Candling, Grading, and Packaging Eggs

Rooms used for the printing and packaging of butter, or for the candling, grading, and packaging of eggs that are to be merchandised in retail packages under certificates of quality or grade labels, or in which butter and eggs are to be packed to meet the requirements of contracts calling for an officially graded product, shall be so constructed, equipped, and maintained as to meet the strict sanitary requirements for the handling of these products. The following requirements are prescribed for:

I. Butter Printing and Packaging Rooms

- a. The rooms and equipment shall be maintained in a clean and sanitary condition at all times.
- b. Painted walls shall be maintained in such condition that the paint will not flake or fall off.
- c. Rooms shall be adequately lighted and ventilated.
- d. Floors shall be constructed of a material impervious to moisture; shall provide adequate and suitable drainage with sewer outlets properly trapped, and maintained in that condition.
- e. Ample supplies of hot and cold water and steam shall be available for thorough washing and cleaning of the equipment and room.
- f. All operators shall wear clean, white uniforms and caps and all women operators shall wear hairnets.

- g. Suitable storage space free from dust, dampness, and mold shall be provided for keeping supplies of packaging materials, certificates of quality, or other material or records approved by the Office of Distribution for use in the packaging of officially graded butter.
- h. Suitable rest and wash rooms shall be provided and shall be maintained in a sanitary condition and supplied with soap and paper towels.

## II. Egg Candling, Grading, and Packaging Rooms

- a. The candling rooms shall be adequately darkened and equipped with suitable candling apparatus.
- b. The rooms and equipment, including walls, ceilings, and floors, shall be maintained in a clean and sanitary condition at all times.
- c. Barrels, preferably metal, shall be provided for the disposition of waste materials. They shall be kept clean, and free from decomposed egg odors.
- d. Trays or containers shall be provided for leakers. Such containers shall be of metal and kept clean and free from odors at all times. Suitable containers shall be provided for rots which shall be removed from the candling room regularly and the containers kept clean.
- e. Proper precautions shall be taken to keep the room free from vermin.
- f. Suitable storage space free from dust, dampness, and mold shall be provided for keeping supplies of packaging materials, certificates of quality, and grade labels, or other material or records approved by the Office of Distribution for use in the packaging of officially graded eggs.
- g. Suitable rest and wash rooms shall be provided and shall be maintained in a sanitary condition and supplied with soap and paper towels.

## III. Supervision of Rooms Used for the Printing and Packaging of Butter and for Candling, Grading, and Packaging of Eggs.

- a. The supervisor of packaging shall continuously inspect the rooms and equipment to see that they are maintained in a sanitary condition. He shall report to his supervisor any changes or proposed changes in the rooms or equipment.

Taking Samples of Butter for Keeping Quality Tests  
and Making Keeping Quality Tests

A firm authorized to package officially graded butter under certificates of quality may be required by the Office of Distribution to provide and maintain the necessary equipment for making keeping quality tests of butter.

I. Necessary Equipment

- a. Keeping quality cabinet or incubator equipped with a thermostat and heating element that maintains a uniform temperature of 68 to 70 degrees Fahrenheit. This cabinet should be kept in a room in which the temperature is maintained between 32 and 70 degrees Fahrenheit.
- b. A supply of sterile screw top jars of two-ounce or larger capacity, sterile knife or spatula, wire baskets, and a sterilizing cabinet. It is suggested that the sterilizing cabinet be constructed with a perforated raised bottom so the steam may enter at the bottom.

II. Suggested Specifications for Keeping Quality Cabinet

- a. A well insulated refrigerator, properly equipped will provide a satisfactory keeping quality cabinet. The size will be determined by the number of samples to be held. An insulated refrigerator 3x3x4 feet will accommodate approximately 500 samples. Samples held in glass jars should be placed in wire baskets or trays.
- b. The keeping quality cabinet should contain a heating element which will consist of four or more 60-watt electric light bulbs; the total wattage depending on the size of the cabinet and the number and type of samples held, and a small electric fan. The fan and the bulbs should be connected in series with the thermostat. The thermostat must be sensitive and should be set to cut off at 69 or 70 degrees Fahrenheit and with not over a two degree range below that temperature (Samples held at a temperature of over 70 degrees Fahrenheit will not give accurate results.). The fan should be set to run for several minutes after the lights are cut off.

III. Samples for Keeping Quality Tests

- a. When samples are to be held in 2-ounce glass jars, they may be taken by the grader at the time of sampling by the use of a sterile spatula. The jars should not be more than three-fourths full and should be marked with date, creamery number, churn number, and grade. Quarter pounds or one pound prints may be used for keeping quality tests and when used, such samples may be taken by the official supervisor of packaging.

- b. The samples shall be held in the keeping quality cabinet at a uniform temperature of 70 degrees Fahrenheit for seven days. They shall be examined by the official grader at the end of the seventh day and a record kept of any characteristic indicating deterioration. When jars are used, they shall be thoroughly washed, rinsed, and sterilized at approximately 200 degrees Fahrenheit for one hour after each use.

#### IV. Samples Having Poor Keeping Quality

- a. When butter from a creamery has poor keeping quality, as shown by keeping quality tests, both the applicant and the manufacturer of the butter shall be advised of such results and the butter from that creamery may not be packaged with certificates of quality until subsequent tests indicate that the keeping quality of the butter is satisfactory. Also when such keeping-quality tests are completed before the butter is packaged and found to be unsatisfactory, the applicant shall be advised that the butter cannot be packaged with certificates of quality. If the butter has already been packaged with certificates of quality, the applicant should, if possible, remove the certificates of quality from the butter. If the butter has already been delivered to retail stores, the distributor should, if possible, replace the butter and remove the certificates from the reclaimed packages.

#### V. Records of Keeping Quality Tests

- a. The official grader shall keep records of the results of all keeping quality tests of butter. Report forms have been prepared and can be provided for that purpose. These records should be continuous and adequate for the butter manufactured at each creamery, in order to determine which product qualifies for packaging with certificates of quality. The records must be kept available for future reference and use.

#### Procedure for Sampling and Preparing Official Samplers' Certificates

- I. When taking official samples of butter to be graded, the sampler shall keep a record of churn numbers, stencil marks, and number of packages in each churning for each churning sampled. Only butter thus identified on the official sampler's report may be stamped with the grade when the grading report is received from the official grader.
- II. Not less than one-pound samples shall be taken for official grading. When bulk butter is to be sampled, the butter shall be removed from the container and a portion adequate to fill the sample container shall be cut out with a sterile knife or spatula. The butter should be firmly and solidly packed in the container. (containers such as fibre ice cream containers are satisfactory; glass jars shall not be used.).

- III. The sampler's certificate must be issued in triplicate for each lot of product officially sampled; the original and one copy of the certificate to be enclosed in the shipping container with the samples to be graded, and the other copy to be retained by the sampler. The sampling certificate shall be filled out in detail, including the disposition to be made of the samples and shall be signed by the sampler. When samples are taken by persons other than an official sampler, the grading certificate shall cover only the samples submitted and the grade will not apply to the packages from which the samples were taken.
- IV. Whenever possible, butter samples should be packed with dry ice when shipped to the office where they will be officially graded. When this is not possible, samples should be adequately sealed and placed in a refrigerator or freezer until they are thoroughly frozen prior to being shipped. It is essential that the samples be properly chilled and packed in order that they may arrive in a satisfactory condition for grading. When the container is sealed with gum tape, the sampler should sign his name diagonally across the tape and container in such a manner that the samples cannot be tampered with except by mutilating the signature. The samples should be shipped to the grading office by prepaid express or parcel post, to arrive not later than Friday; otherwise, the samples might arrive late Saturday or Sunday and show deterioration before they can be graded.
- V. The official grader will issue regular grading certificates and notify the sampler either by wire or by mail. The sampler will notify the applicant and arrange to stamp the container with the grade, as specified by the grader.

#### Duties of the Official Supervisor of Packaging

The following shall be the duties of the official supervisor of packaging of butter and/or eggs which are to be packed under certificates of quality or grade labels, or which are to be packed as officially graded products for delivery on contracts:

- I. He shall be directly responsible to the Federal or Federal-State Supervisor of grading or to the officer in charge of the local grading office for the proper performance and conduct of his work.
- II. He shall keep in his custody or under his control all supplies of certificates of quality, grade labels, and packing materials used in retail packaging, on which the printing refers to the officially graded character of the product.
- III. He shall maintain a file of approved certificates of quality and grade labels and such packaging materials as have been found satisfactory in the conduct of the work, and shall see that only materials are used in packaging products that meet the requirements of certificates of quality or grade labels.

- IV. He shall see that only officially graded products of the proper U. S. grade are packed with certificates of quality or grade labels. He shall also closely check all products packed to fill contract orders, requiring delivery of officially graded products, to see that only such products are delivered.
- V. He shall be responsible for the proper application to, or inclusion in, packages of the certificates of quality and grade labels, and shall see that they are properly stamped or perforated as required.
- VI. He shall report to the proper representative of the Office of Distribution any irregularities in the use of certificates of quality, grade labels, and packing materials that may come to his attention.
- VII. He shall keep a daily record of the number of units of products packaged under certificates of quality and grade labels and issue a monthly report on form furnished to him, covering all products so packaged in the plant in which he is employed or to which he is assigned.
- VIII. He shall keep an inventory record on report form furnished to him of all material purchased and used in the packaging of officially graded products with certificates of quality and grade labels.
- IX. He shall keep such other records as may be required by the Office of Distribution.
- X. He shall, when so instructed by his supervisor or by the official butter grader, take 1/4 or one-pound prints of butter from churnings that are being packed, for use as samples for keeping quality tests.

#### Duties of the Person Checking the Work of Supervisors of Packaging

The Supervisor of grading work and official grader shall perform the following duties on visits to a plant in which a supervisor of packaging is employed:

- I. He shall visit the rooms where the officially graded product is prepared or packed and shall contact the supervisor of packaging and inspect his records.
- II. He shall check the sanitary condition of the rooms and equipment used for the preparation of packaging of officially graded products.
- III. He shall check the certificates of quality, grade labels, and packing materials in use, to make sure that they have been officially approved. He shall also check the product that is to be packaged, is being packaged, or has been packaged to see that it is officially graded and is of the required grade. He shall also see that the perforating or stamping of the certificates of quality or grade labels is properly and adequately done.

- IV. He shall advise the supervisor of packaging with reference to any phases of his work on which he needs information.
- V. He shall assist the supervisor of packaging in solving any problems, and shall discuss with the plant management any changes in equipment or method of operation or any other action that may be needed.
- VI. He shall report to the proper representatives of the Office of Distribution any matters concerning the packaging of products under certificates of quality or grade labels that are not proper and shall make such recommendations as are appropriate.

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